

PeopleSoft Printing the State Workers Compensation Report

July 11, 2005



Breadcrumbs: [Home](#)>[Compensate Employees](#)>[Manage Payroll Process \(US\)](#)>[Report 1](#)>[State Workers Comp Report](#)

REQUESTING A WORKERS COMPENSATION REPORT

Use the following navigation to 'State Workers Compensation Report' and select 'Add a New Value.' If you have run this report before you can 'Search' or simply enter your 'Run Control ID'.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > [States Workers Comp Report](#) [New Window](#)

States Workers Comp Report

Find an Existing Value

Run Control ID:

☐ Case Sensitive

[Advanced Search](#)

[Add a New Value](#)

'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The screen on the following page shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). This report will be run annually for the yearly Workers Compensation report. Then Click 'Run'.

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > **States Workers Comp Report** [New Window](#)

Workers Comp

Run Control ID: 07012005 [Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

The following screen shows the parameters for the report and the *Format defaults to 'HTM'. The report is formatted to show best in adobe PDF format, so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.

Home > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > **States Workers Comp Report** [New Window](#)

Process Scheduler Request

User ID: sfines Run Control ID: 07012005

Server Name: Run Date: [BY](#)

Recurrence: Run Time:

Time Zone: [Reset to Current Date/Time](#)

Process List

Select	Description	Process Name	Process Type	*Type	*Format
<input checked="" type="checkbox"/>	Workers Comp Report	NDSPR203	Crystal	<input type="text" value="Web"/>	<input type="text" value="PDF"/>

[OK](#) [Cancel](#)

When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.

[Home](#) > [Compensate Employees](#) > [Manage Payroll Process \(US\)](#) > [Report 1](#) > **States Workers Comp Report** [New Window](#)

Workers Comp

Run Control ID: 07012005 [Report Manager](#) [Process Monitor](#) [Run](#)

Company: ND

Business Unit:

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

At this Process Monitor screen, click on 'Refresh' periodically until the Run Status of your report shows 'Success'. Then click on 'Details'.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests** [New Window](#)

Process List [Server List](#)

View Process Request For

UserID: [Process](#) Last: Days [Refresh](#)

Server Name: [Process Type:](#) [Process](#) Instance: to

☒ View Job Items ☒ Save On Refresh

[View All](#) [First](#) [1 of 1](#) [Last](#)

Instance Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details
78909	Crystal	NDSPR203	sfines	07/07/2005 9:48:06AM CDT	Success	Details

When you come to the Process Detail screen, click on “View Log/Trace” to get the next screen with the report file name.

[Home](#) > [PeopleTools](#) > [Process Monitor](#) > [Inquire](#) > **Process Requests** [New Window](#)

Process Detail

Process	
Instance:	78909
Type:	Crystal
Name:	NDSPR203
Description:	Workers Comp Report

Run	Update Process
Run Control ID: 07012005	<input type="radio"/> Hold Request
Location: Server	<input type="radio"/> Queue Request
Server: PSNT	<input type="radio"/> Cancel Request
Recurrence:	<input checked="" type="radio"/> Delete Request
	<input type="radio"/> Restart Request

Date/Time	Actions
Request Created On: 07/07/2005 9:51:53AM CDT	Parameters Transfer
Run Anytime After: 07/07/2005 9:48:06AM CDT	Message Log
Began Process At: 07/07/2005 9:51:57AM CDT	Batch Timings
Ended Process At: 07/07/2005 9:52:20AM CDT	View Log/Trace

Then click the report name below to view the report. ‘NDSPR203 XXXXX.PDF’.

Instance:	78909	Type:	Crystal
Name:	NDSPR203	Run Cntl ID:	07012005
Status:	Success	Submitted By:	sines
Server:	PSNT	Recurrence:	

Workers Comp Report

Name	Size	CreationDate
Message Log	0 bytes	Thu Jul 07 09:51:56 2005
NDSPR203_78909.PDF	6629 bytes	Thu Jul 07 09:51:57 2005

The report, shown below, may then be saved wherever you prefer to store it or printed at your own printer.

07/07/2005		State of North Dakota					Page: 1
Workmens Compensation and Fiscal Year Gross Wages							
Fiscal Year Ending:							
Business Unit	Department	Workmens Compensation Number					
Name	Employee ID	Employee Record	SSN	WC Code	WC Earnings	Non-WC Earnings	Fiscal Year Gross Earnings
WC Code		WC Earnings	Non-WC Earnings	Fiscal Year Gross Earnings	Employee Count		



State Workers Compensation Query

Breadcrumbs: **Home>People Tools>Query Manager>Use>Query Manager**

Fill in NDS_WORKERS_COMP_QRY in the blank box and click on the search button.

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > [Query Manager](#) [New Window](#)

Query Manager
Find an Existing Query

Search by: *Query Type:

[Create New Query](#)

Click 'Run' on the appropriate query.

[Home](#) > [PeopleTools](#) > [Query Manager](#) > [Use](#) > [Query Manager](#) [New Window](#)

Query Manager
Find an Existing Query

Search by: *Query Type:

[Create New Query](#)

Search Results

Query	View All	First	1 of 1	Last
NDS_WORKERS_COMP_QRY	State Workers Comp Report	Public	Delete	Rename Run

Complete the Co. field with ND and Unit field with your Business Unit, click on the View Results button.

NDS_WORKERS_COMP_QRY - State Workers Comp Report

Co:

Unit:

View Results

Unit	DeptID	Dept Name	Name	NID	ID	Co	Empl Rcd#	Workers Comp Cd	Worker Comp Pct	WC Emplr No	Gross Wages	Reportable Wage	Date	Descr
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NDS_WORKERS_COMP_QRY - State Workers Comp Report

Co:

Unit:

View Results

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) (200 kb)

[View All](#)

Unit	DeptID	Dept Name	Name	NID	ID	Co	Empl Rcd#	Workers Comp Cd	Worker Comp Pct	WC Emplr No	Gross Wages	Re
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Once you have your results you may either view them on this screen or download the results to an Excel Spreadsheet. Once you have saved it in an Excel format it will be ready to be electronically transmitted to Workers Compensation.